



Foreign Affairs Manual

VOLUME 9 – Visas

Change Transmittal: VISA-1299

Date: September 15, 2009

9 FAM APPENDIX E, 600 INSTRUCTIONS FOR CORRESPONDENCE TO U.S. GOVERNMENT ADDRESSEES IN THE UNITED STATES, OTHER THAN MEMBERS OF CONGRESS

9 FAM APPENDIX E, 700 INSTRUCTIONS RELATING TO CONGRESSIONAL CORRESPONDENCE

9 FAM APPENDIX E, EXHIBIT I EXAMPLE OF TELEGRAM TO MEMBER OF CONGRESS CHANGES

9 FAM APPENDIX L, 300 CLASSIFIED

1. This Change Transmittal issues updates to **9 FAM Appendix L, 300 (SBU)**, **9 FAM Appendix E, 600**, **9 FAM Appendix E, 700**, **9 FAM Appendix E, Exhibit I**.
2. 9 FAM Appendix L, 300 - Sensitive but unclassified (SBU) was added to each section to comply with the guidelines set forth in 2 FAH-1 H-113.2-
3. In section 313, text was added on the Visas Donkey data field.

3. 9 FAM Appendix E, 600 - Added new text to the last sentence in number (1).
4. 9 FAM Appendix E, 700 – Section 701 added e-mail address to respond to specific Congressional inquiries. Added new text to section 702 at the end of the paragraph.
5. 9 FAM Appendix E, Exhibit I – Updated the example of a Telegram to a Member of Congress.
6. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
7. Revisions since the last update appear in *italics* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
8. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove 9 FAM Appendix E, 600 (CT:VISA-1055; 10-07-2008, 2 pages) and insert the new 9 FAM Appendix E, 600 (CT:VISA-1299; 09-15-2009, 2 pages).

Remove 9 FAM Appendix E, 700 (CT:VISA-1056; 10-07-2008, 3 pages) and insert the new 9 FAM Appendix E, 700 (CT:VISA-1299; 09-15-2009, 3 pages).

Remove 9 FAM Appendix E, Exhibit I (TL:VISA-408; 05-15-2002, 3 pages) and insert the new 9 FAM Appendix E, Exhibit I (CT:VISA-1299; 09-15-2009, 3 pages).

Remove 9 FAM Appendix L, 300 (CT:VISA-1172; 03-30-2009, 12 pages) and insert the new 9 FAM Appendix L, 300 (CT:VISA-1299; 09-15-2009, 13 pages).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:VISA-1299, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual

are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(CA/VO/L/R)